

**INFORMATION FOR
WORK EXPERIENCE
STUDENTS**

2015 - 2016

DANEGROVE PRIMARY SCHOOL

Information for work experience students

Welcome to Danegrove! To make your time here easier, we have included some information, which we hope will help you through the school day. If you have any questions, do not hesitate to ask a member of teaching staff, a member of the office staff or one of the Senior Management Team.

This guide will form part of your induction to Danegrove School. It is likely that on your first morning you will meet with the Deputy Head or a Year Group Leader to go through the information in this booklet and to answer any questions that you may have.

Being a visitor at Danegrove

As a visitor to the school, you must register in the school foyer each day. You must sign in, wear a badge, and be informed of any relevant Health and Safety information (fire alarm muster points, any works on site, etc).

Once you have signed in, you should sit in the foyer to be greeted or go straight to the classroom you will be working in. On no account should you wander the site unsupervised. On leaving the school building each day you must sign out.

If you leave the premises at lunchtime you must sign out and then back in again on your return.

Professional relationships and teamwork

Behaviour on work experience, where behaviour can reflect upon the reputation or standing of the school, should be professional. Implicit within that is the expectation that all students should, to the best of their abilities, co-operate with each other and all adults in the school environment for the sake of the children at the school. At all times, the needs of the children should be our highest priority in carrying out everyday tasks.

We would expect you to be polite to all adults working in school.

We would remind you that all information about pupils at Danegrove is confidential and should not be repeated outside school to friends and family.

You should behave in a professional manner towards pupils remembering that they are not in school to befriend the pupils. You must remember that you are a role model for the pupils. It is inappropriate to pick up or twirl the pupils around.

You must follow the instructions given to them by the class teacher.

If you feel that you are being treated unfairly or you do not understand what is being expected of you, then you must come and discuss this straight away with the Deputy Head.

Personal phone calls, unless in an emergency, are not to be taken during work time. If a family member or friend calls during a work period, they should be asked to phone back at an appropriate time. Mobile phones must be turned off in class, unless there is a reason for them to be left on (for example a sick relative), which must be agreed with the Deputy Headteacher.

Absence

If for any reason you are ill or cannot attend school, you must ring the school office (020 8449 4024) and explain your reason for absence by 8.30am. You should explain when you think you will return.

Clothing expectations

Clothing should be appropriate for working with young children. We are all working with children, and need to consider ourselves as role models. Clothing should always be smart. You may not wear jeans to school. Careful consideration should be given to logos on clothes. Offensive or risqué slogans (including branding such as 'FCUK') are unacceptable. Clothes should be of good appearance. Ripped trousers, t-shirts, etc are not acceptable. Skirt lengths vary with fashion, but should always be long enough to prevent underwear being visible. Shoes should be practical for the many and varied jobs in school. Flip-flops and mules are not considered appropriate footwear as they can slip off feet, do not allow the wearer to run easily in emergencies, and provide minimal protection if items are dropped on feet.

Personal belongings

Personal belongings are brought to school at the owner's own risk and the school can take no responsibility for any loss or damage. Most teachers have desks and cupboards. Please make sure however, that purses, wallets and mobile phones are secure and safe. If you are not sure where to keep things, please see the school secretary or pupil support officer.

Safeguarding

For your own safety and the safety of the children please do not pick them up or sit them on your lap.

If a child is wet and needs a change of clothes, take them to the welfare/medical team.

If you see a child behaving inappropriately or in a way that concerns you, please let the class teacher know.

If a child tells you something that may be sensitive, you must tell the class teacher. You must never promise to keep a secret. For the well-being of the child, you must inform the class teacher or the families co-ordinator.

Deborah Metcalf, Catherine Gunning are the designated teachers for Safeguarding. If you have any concerns, please speak to them.

The School Day

FOUNDATION STAGE & KEY STAGE ONE		KEY STAGE TWO	
09.10	School day starts	08.55	School day starts
09.30	Lesson 1	09.10	Assembly
10.30	Playtime	09.30	Lesson 1

10.50	Lesson 2	10.30	Playtime
11.45/12.00	Lunchtime	10.50	Lesson 2
		11.50/12.00	Lunchtime
13.20	Guided Reading	13.00/15	Guided Reading
13.40	Lesson 3	13.20	Lesson 3
15.15	End of school day	15.30	End of school day

The school opens at 7.30am and closes at 6.00pm.

- Foundation Stage do not follow the KS1 model of lessons, but have carpet sessions, focus activities and independent activities both in and out of the classroom as well as P.E.

Please note that children are always met in the playground by their teachers, and are led to their classrooms. Children who are late in the mornings go to the office to be signed in. Their teacher also takes them into the playground at the end of the day. The teachers will stay until all the children in their class have been collected or have set off on their way home (only Year 5 and Year 6 children are allowed to walk home unaccompanied by an adult) until 3.45 when they will take them to the office.

Teachers also lead their children to assembly every day remain in assembly and walk child back to class.

Attendance registers are called at the beginning of the morning and afternoon sessions, and the dinner register is called every morning. Registers are returned to the office as quickly as possible.

Assemblies – W/D

MONDAY: Mr. Huseyin (Ass. H/T) assembly in the main hall (Yrs 2 – 6)

TUESDAY: Mr. Davis (Ass. H/T) assembly in the main hall (Yrs 2 – 6)

WEDNESDAY: Mrs. Metcalf (H/T) assembly in the main hall (Yrs 2 – 6)

THURSDAY: Mrs. Gunning (Deputy H/T) assembly in the main hall (Yrs 2 – 6)

FRIDAY: Year Group Assemblies

Assemblies – R/Ave

Assemblies at Ridgeway Avenue is at 1.10 each day for Foundation Stage and Year 1.

Staffroom, toilets, etc

Everyone is required to eat their lunch in the staffroom or the dining hall, unless they leave the school premises to eat. Lunches are provided free of charge if taken in the dining hall. The staffroom is equipped with a microwave, a dishwasher, a fridge, cutlery and crockery. It is important that everyone takes a collegiate responsibility for keeping this staff room tidy, and a rota has been created to help manage this. School dinner plates should be returned to the school kitchen.

Staff toilets are located in the staff room and off the school foyer. There is a toilet with additional space etc. for disabled users in the foyer. Year 2 block and additional blocks all have their own toilets.

Use of telephones

There are several telephones in the school. Use of these to make school related calls is free. Personal calls should be logged with the Bursar, and paid for at a cost of 10p per minute.

Mobile phones must be switched off during direct teaching time, assemblies and staff meetings, unless agreed with the Deputy Headteacher. Agreement to keep them on will only be given in exceptional cases, such as the serious illness of a relative.

Tea / Coffee

Tea and coffee making facilities are available in the staffroom before school, at playtimes and at lunchtimes. Tea and coffee should never be taken into the classroom while children are around or into the playground.

Playground duties

In the playground a whistle is blown and the children line up.

Danegrove School Staff – September 2015

LEADERSHIP SCALE

Deputy Headteacher
Catherine Gunning
EMTAG, Child Protection, NQTs Link, Performance Management, PTA Link, Autism Leader, INSET & TAS Attendance, Overview of School Journey

LEADERSHIP SCALE

Headteacher
Deborah Metcalf
Assessment Co-ord, Performance Management, Child Protection, Governors Co-ordination, ICT Strategy, INSET, Teachers Attendance

Assistant Headteacher
Lead Learning Teacher Literacy
Huseyin Huseyin
KS2 Overview & Literacy Leader

Assistant Headteacher
Lead Learning Teacher Numeracy
Nick Davis
Mathematical Competence Leader & Community Links

Teaching and Learning

Responsibility for School Business Manager - Alison Moretti

Over sight of all admin staff, Manager of MTS & Catering Staff, Key links with parents, governors and outside agencies, Link with PTA, Performance Management, Education School Visits Co-Ord, Admissions Officer, Risk Assessments

Teaching and Learning Responsibility for RE
Sally Giovanelli

Teaching and Learning Responsibility for Foundation Stage & R/Ave Site Leader
Elena Toumazou

Teaching and Learning Responsibility for Yr 1, R/Ave Site Leader, Bug Club and Athletics Lead
Robert Russell

Teaching and Learning Responsibility for SENCO & Learning Difficulties, Specialist in Dyslexia
Jo Champion

Teaching and Learning Responsibility for International Links
Lisa Hilborne

Teaching and Learning Responsibility for Foundation Subjects – including Science & DT – Curriculum Leader
Kath Strong

Teaching and Learning Responsibility for PE
Jamie Rubeck

Teaching and Learning Responsibility for G&T + Wellbeing
Charlotte Greaves

Teaching and Learning Responsibility for Understanding the Arts
Anna Wellbrook

Yr Grp	Teachers'	Teaching Assistants
Foundation Stage	Elena Georgiou, Micaela Olariu, Deborah Mouat	Elise Crumell, Zoe Packman, Daisy Cornes, Bev McNeil, Andri Ellinas, Ann Draper, Nicola McArdle, Abi McArdle, Sue Shepherd, Jason Drury, Kat Mouskandi, Pauline Yelland-Brown, Nicola Jones, Pauline Jordan, Jo Hughes, Jo Martindale, Tina Stanley, John Forrest, Rae D'Silva, Hayley Noon, Jo Martindale, Kate Balcombe, Ann Draper, Fiona Neville, Barbara Whitaker, Lefki Efstathiou, Sophie Issamdar, Helen Bhatti, Jacqui Pinchess, Liz Burling, Sandra Bazell, Annabelle Shepherd, Cheryl Baptiste, Louise Green, Christina Brown.
Year 1	Robert Russell, Sarah Taylor/Rachel Vald, Sally Giovanelli	
Year 2	Charlotte Greaves, Kay Garraway, Yasmin Ahmed	
Year 3	Kath Strong, Joanne Suarez, Amy Gonsalves	
Year 4	Jamie Rubeck, Anna Wellbrook/Fiona Henderson, Daniel Elliott, Catherine Gallantine	
Year 5	Huseyin Huseyin, Kasia Kaminska, Francescia Hill	
Year 6	Nick Davis, Carey O'Connor James Hoffman	
PPA Staff	Dorothy Beer, Elaine Lanham, Lisa Choyce	
EMAG Staff	Cheryl Gullon, Sandra Bazell, Nicola McArdle	
ICT Support	Lilly Charidemou	
Admin Staff	Grant Whitaker, Joanne Manvell, Julia Stokes	

Learning Mentor	Kristel Stevens, Sarah Davies
Caretaking Staff	Gary Stevens, Nick Whitaker
Welfare Staff	Pat Keough, Wendy Wilson, Maureen Mullen
Playscheme Staff	Deborah O'Connor, Abi McArdle, Annabelle Shepherd, Kyo Kelly, James Moretti, James Ansell, Jamie Mann, Jack Dumont, Janice Dumont
Catering Staff	Theresa Shepherd, Angela Kidd, Marie Wilson, Diane Shah, Anna Bennett, Sue Little, Sue Simmonds, Bridgette Martin, Lynsey Ball, Kerrie Tripp, Diana Popova
Mealtime Supervisors	Janice Dumont, Fiona Neville, John Forrest, Wendy Prokopiou, Julie Smith, Kat Mouskoundi, Cheryl Gullon, Daisy Cornes, Nicola Jones, Elise Crumell, Abi McArdle, Nicola McArdle, Yasmin Mohammed, Andri Ellinas, Louise Green, Cheryl West
Cleaning Staff	Heather Gill, Diana Popova, Iwona Rokoszewska, Sabrie Selimova, Valka Staykova, Cheryl Gullon
Late Officers	Kerrie Tripp

Behaviour of children

There are six statements in our code of conduct:

- ☺ Stop, look and listen to all staff speaking to you.
- ☺ Show courtesy to all members of the school community.
- ☺ Choose your words wisely, do not hurt others by what you say or do.
- ☺ Treat other people's and the school's property with respect.
- ☺ Move around the school quietly and sensibly.
- ☺ Do the work you should be doing and let others do theirs.

The code of conduct and our behaviour policy, procedures and guidelines are displayed in every classroom.

Rewards and Sanctions

Stickers:

Stickers are given for academic effort, success, achievement or attainment in line with the learning skills

Celebration Certificates:

These have the general purpose of rewarding children for being good members of the school or class community – e.g. hard work, kindness, generosity and notable effort

Headteacher's Awards:

Individual children who collect 10 awards will be rewarded with a Headteacher's Badge and Certificate in assemblies.

On your last day at Danegrove you will need to meet with the Deputy Head or one of the Year Group Leaders to go through any paper work that needs to be completed before you leave.

We hope you enjoy your time at Danegrove and find this information useful. If you have any queries at any time please do not hesitate to ask someone.